

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. **NI-AFU-88-37**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **6-13-88**

1. FROM (Agency or establishment)  
**DEPARTMENT OF THE AIR FORCE**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Directorate of Info Mgmt and Administration, SAF/AAD**

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
**Information Management Policy Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. R. P. Dwyer**

5. TELEPHONE EXT. **695-1667**

DATE **9/1/88** ARCHIVIST OF THE UNITED STATES  
*Claudia Weiler*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE **08 JUN 1988** C. SIGNATURE OF AGENCY REPRESENTATIVE *Grace T. Rowe* D. TITLE **GRACE T. ROWE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<b>INFORMATION SECURITY PROGRAM (Table 205-1) (Applicable Air Force-wide)</b>		
1	Air Force is adding seven rules and changing five rules records dispositions. As none of these records are retired to records centers, we are re-numbering the rules per attached cross-index.  Rule 3 (currently Rule 3). Changed the disposition of "requests to add or delete officials with original classification authority to or from the master listing" to destroy after 1 year vice destroy upon notification of completed action. We need to keep these requests for a designated time for possible reference purposes. Description is changed to cover those requests that add these officials to the listing as well as delete them.	NC1-AFU-83-69	
2	Rule 4 (Added). We are disposing of listings at HQ AFOSP of officials designated to exercise original classification authority (OCA). Air Force needs to keep these listings for five years in order to review that officials so listed have demonstrated a continuing need to exercise OCA, monitor the movement of officials to and from designated OCA positions throughout the Air Force, and minimize the number of times these individuals must receive OCA indoctrination.		
3	Rule 5 (Added). We are disposing of the same listings as stated in Rule 4 above, but located at organizations other than HQ AFOSP. Air Force needs to keep these listings only		

*copy sent to Agency 9/7/88*

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until superseded or no longer needed, since the master listing is always at HQ AFOSP.

4

Rule 6 (Added). We are disposing of listings of officials designated to exercise OCA in absence of the primary official. Air Force needs to keep these records only until superseded or no longer needed.

5

Rule 11 (Added). We are disposing of Handcarrying Classified Material Briefing Statement, a form an individual signs acknowledging classified handcarrying responsibilities. Air Force needs to keep these records only for one year after individual departs unit.

6

Rule 16 (currently Rule 11). Changed the disposition of "nongovernment historical researcher certification not to disclose classified information" to retain pending disposition approval vice destroy upon termination of access authority. Reason is that these researchers are certified by completing SF 189, Classified Information Nondisclosure Agreement; and disposition of SF 189s is unclear at this moment for civilians and presumably for researchers, and current disposition appears insufficient. Table 205-5 covers SF 189s for disposition, and we will eventually include the transfer of Table 205-1, Rule 16 records to this table.

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7

Rule 27 (currently Rule 20). Changed the disposition of security termination statements completed, at AFSCO, when individuals terminating access to special program material refuse to acknowledge debriefing to "destroy with individual's adjudication file" vice "destroy when member's security clearance status is changed to IN ADJUDICATION." Air Force needs to keep this record in the file, not destroy it. Added Note 4 explains the disposition of individual adjudication files.

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8

Rule 30 (currently Rule 23). Changed the disposition of security termination statements completed, at AFSCO, when individuals terminating employment or military service refuse to acknowledge debriefing to "destroy with individual's adjudication file" vice "destroy when member's security clearance status is changed to IN ADJUDICATION." Air Force needs to keep this record in the file, not destroy it. Added Note 4 explains the disposition of individual adjudication files

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9 Rule 33 (currently Rule 28). Changed the disposition of NATO registers and receipts at control points to "destroy 5 years after record has been destroyed or returned to the servicing subregistry" vice "destroy 2 years after record has been destroyed or returned to the servicing subregistry." Air Force finds it necessary to keep these records longer. We changed the description to reflect the level of NATO classified material involved.

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10 Rule 34 (Added). We are disposing of NATO control records for secret material at control points or user agencies. Air Force needs to keep these records for only two years after the material is destroyed or transferred out of the activity.

11 Rule 37 (Added). We are disposing of NATO or International Pact Organization (IPO) control records that record authorizations for access to NATO or IPO classified material. Current Rule 35 covers these records, but DOD no longer considers the NATO program as a "special access" program. The disposition is the same as current Rule 35.

12 Rule 49 (Added). We are disposing of Central United States Registry (CUSR) inspection reports of Air Force subregistries and control points. Air Force needs to keep these records for only 1 year, or upon completion of next comparable visit, whichever is later.

13 Note 4 (Added). The note explains that Table 205-5 covers the disposition of security termination statements which are retained in individual adjudication files at AFSCO.

TABLE 205-1

## INFORMATION SECURITY PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	original classification authority	*requests to add or delete officials to or from the master listing		*destroy after 1 year.
4 *		listing by incumbent's name and date trained of offic- ials designated to exercise original classification authority	at HQ AFOSP	destroy after 5 years (note 1).
5 *			at other levels	destroy when superseded or no longer needed.
6 *			at MAJCOM, SOA or DRU	
11 *	security control records	handcarrying classified material briefing statement (AF Form 1287)		destroy 1 year after individual departs unit.
16	access control records	nongovernment historical researcher certification not to disclose classified information	*access granting auth- ority office	*retain pending disposition approval.
27	security termination statements	statements completed when terminating access to special program material	at AFSCO because person refused to acknowledge debriefing	*destroy with individual's adjudication file (note 4).

TABLE 205-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
30		statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more	at AFSCO because person refused to acknowledge debriefing	*destroy with individual's adjudication file (note 4).
33	*NATO or International Pact Organization (IPO) control records	registers and receipts at control points	*for COSMIC, COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, NATO Confidential ATOMAL	*destroy 5 years after record has been destroyed or returned to the servicing subregistry (note 1).
34 *		logs, receipts, and destruction records for NATO Secret material	at control points or user agencies	destroy 2 years after the material has been destroyed or transferred out of the activity (note 1).
37 *		forms used to formally record authorizations for access to NATO or IPO classified material		destroy upon termination of access.
49 *	surveys, inspections and program reviews	CUSR inspections of AF subregistries and control points		destroy after 1 year, or upon completion of next comparable visit, whichever is later.
<p>NOTES: *4. Table 205-5, Rules 23 - 27 cover the disposition of individual adjudication files.</p> <p>CUSR: Central United States Registry      AFSCO: Air Force Security Clearance Office</p>				

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